



Residential Rental Requirements and Criteria

At Alliance Property Management (APM) we are fully committed to non-discriminatory practices and full compliance with all governmental regulations. APM does not discriminate on the basis of race, color, religion, sex, national origin, familial status, source of income, or disability.

Applications will not be processed until a complete application packet is submitted; this includes a completed application, application fee, picture ID, and verification of income for all parties applying. Applications will be processed in the order in which they are received, and the property awarded to the first qualified applicant to meet move in terms and place a deposit on the unit. APM utilizes a base deposit system in which all advertised deposits are subject to increase based upon the risk factors outlined herein. This document is not intended to include and outline all screening procedures; however, all screening factors will be related to the following items.

Application: All prospective tenants over the age of eighteen must submit a completed application, along with the required application fee of \$50/person. Applications not filled out entirely may not be considered. Application fees are non-refundable. Any false information provided on an application will result in the disqualification of the applicant. All applicants applying for a single dwelling will be assessed together; one unqualified applicant disqualifies the entire group. Approved applications retain approved status for a period of 45 days, if applicant does not occupy an eligible property within the 45-day period, the applicant will need to re-apply. Applications are generally processed in two to five business days; however, processing times may vary.

Credit History: All applicant's credit history will be reviewed. Some adverse credit will be accepted, however, any applicant with money owed to another landlord or housing agency will be disqualified. Negative credit history may be ground for disqualification or higher deposit assessments.

Income: All applicants are required to provide verification of income. (e.g. pay stubs, tax documents, benefit statements, etc.) Other forms of income verifications are accepted if they establish proof of a reliable form of income. Bank deposit statements are acceptable as income verification if at least three months' history is provided. Section 8 and other government assistance programs are accepted; however, tenant must still meet income requirements for their portion of rent. As a minimum we require at least 3 times the rent in gross monthly income. Prepayment of the rent for the full term of the lease is an option for an applicant that does not meet standard income requirements. (Applicants applying for The Lofts on Wall, Bluffview Townhomes, Eastridge, Camelot, or Depot Street properties are required to have a minimum of 2.5 times the monthly rent.)

Occupancy History: All applicants must provide a detailed occupancy history. Any applicant with previous eviction and/or property damage history within the past 5 years, will be disqualified. Applicant's occupancy history verification is required. If APM is unable to verify occupancy history, the application may be denied, or a higher deposit may be required. APM will make a good faith effort to verify the applicant's occupancy history with the information provided, however, we cannot guarantee verification. Any negative rental history may result in the denial of the application.

Occupancy Standards: The number of permitted occupants will be determined by HUD guidelines, city ordinance, and local law.

Criminal History: All applicant's criminal history will be reviewed. Criminal history may be grounds for increased security deposit or disqualification depending on the nature of the crime(s).

Cosigner: If an applicant fails to meet the guidelines outlined herein or wishes to reduce their deposit assessment, the applicant may provide a co-signer. The co-signer must meet the requirements outlined in this document and have sufficient income and credit as deemed necessary by APM.

Time Is Of The Essence: Upon approval of an application, the approval terms and lease agreement will be sent to the applicant via email. Applicant will have a period of 6 hours from the time of submission to review the terms, execute the lease, and submit the required deposit. Failure to submit the deposit within the 6 hour timeframe will result in the unit being offered to the next approved applicant, if applicable.

Please be advised, receipt of the deposit is the exclusive mechanism by which the unit will be secured by the applicant and may not be submitted prior to approval.

APM will make good faith efforts to ensure all information obtained during the application process will be kept secure and confidential. Any information gathered by APM will be used to determine an applicant's eligibility and for purposes related to the lease transaction. Information will not be sold to third parties. APM assumes no responsibility in the notification of prospective tenants concerning a proximity to convicted felons, school boundaries, utility amounts, etc. It is the applicant's responsibility to obtain all property information not expressly provided by APM.